

~~SECRET~~
Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Comptroller

~~CONFIDENTIAL~~

DATE: 2 April 1954

FROM : Deputy Chief, Finance Division

SUBJECT: Service Computation Dates

1. Reference is made to the Assistant Director for Personnel's request for a listing of employees who have been on leave without pay for a period in excess of six months in any one calendar year, and to your request for an estimate of the number of man hours which would be required to provide this information.

2. The Payroll Section of the Finance Division estimates that approximately forty man hours would be required to provide the requested information for Calendar Year 1953, and from 200 to 300 man hours for each calendar year prior to 1953. The additional time required for periods prior to 1953, is explained by the fact that payroll cards for those years are filed in the individuals' payroll folders, and each folder would have to be pulled to check the individuals' status during the period involved. The time factor involved in obtaining the requested information for Calendar Year 1954, and thereafter, is insignificant.

3. It is requested that this office be advised of the action to be taken with regard to the Assistant Director for Personnel's request.



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FD/CND:mct

cc: Chief, P&T, FD

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